

(Internal)

Hong Kong Baptist University
Department of Music

Musical Instrument / Other Equipment Request Application Form

<u>Item/Description</u>	<u>Quantity</u>	<u>Loan Period</u>	
		<u>From</u>	<u>To</u>

1. The above-mentioned equipment is the property of the Department of Music; thus, it should be operated and maintained in a proper way to avoid any damage or loss.
2. It is the policy of the Department of Music not to insure the above-mentioned equipment against any kind of damage or loss; thus, I will be fully responsible for the well being of the above-mentioned equipment at all time and handle it at my own risks.
3. In case of my departure from the University, or at any time requested by the Department of Music to return the above-mentioned equipment, the above-mentioned equipment must be returned with all the original accessories and in a fully functioning condition.

I fully understand the above terms, and I agree to be bound by the above terms once I sign the agreement.

Name of Applicant: _____ Signature: _____

Office/Department: _____ Date: _____
*Staff/Student (Delete inappropriate)

Contact tel no: _____

Purpose: _____

For Office Use

Fixed Asset No.: _____

Approved by : _____ Date : _____
()

Collected/Received by:

Signature: _____ (Name: _____)

Date: _____

For Office Use

Date of Return : _____ Checked by : _____